

JOB OPPORTUNITY



AMERICAN EMBASSY KINSHASA

An Equal Opportunity Employer

Human Resources Office, 498 Ave Lukusa, Kinshasa

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ANNOUNCEMENT NUMBER: 14-29/C

OPEN TO: All interested candidates

POSITION: **Public Health Specialist - HIV Provincial Liaison (in the Oriental Province),
FSN 550-11, FP-4.**

Note: Candidates must reside in the Oriental Province.

OPENING DATE: May 14, 2014

CLOSING DATE: June 6, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: Information on salary may be obtained from the Human Resources Office
(Position Grade: FP-4 to be confirmed by Washington)

**ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR
RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Kinshasa is seeking an individual for the position of Public Health Specialist – Oriental HIV Provincial Liaison, in the Center for Disease Control and Prevention (CDC) Agency.

BASIC FUNCTION OF POSITION

Under the direct supervision of the CDC Medical Epidemiologist, the Oriental HIV Provincial Liaison serves as the senior CDC point of contact in the Oriental Province, by providing technical and administrative assistance and regional leadership in alignment with PEPFAR priorities. The incumbent will coordinate provincial strategic information, technical program implementation and evaluation (Prevention, PMTCT, TB/HIV, HIV care and treatment, HIV counseling and testing, laboratory and blood safety programs and CDC's comprehensive site management and site monitoring system (SMS)). The incumbent represents PEPFAR/CDC at provincial and health zone levels and coordinate with DRC government health officials and implementing partners within their jurisdiction on programmatic and operational issues and prepares reports for the CDC DRC and PEPFAR teams on provincial issues and key meetings. The position will be housed in the Provincial Health Office.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office

QUALIFICATIONS REQUIRED

NOTE: Applicants must provide specific and comprehensive information to support each criteria below:

Education: Doctor of Medicine (MD) is required.

Experience: Six years of progressively responsible mid-to-senior level relevant public health experience in developing, implementing and evaluating HIV/AIDS prevention, care or treatment programs or other public health programs that involve coordination with an international agency or implementing partners is required. At least two years of this experience must be in supervision and/or management with responsibility for interacting with supervisors, subordinates and professional staff from other institutes or organizations.

Language Proficiency: Written and oral fluency (level IV) in English and French are required.

Knowledge: Must have an advanced and detailed knowledge of DRC public health and medical systems in the context of strategies, guidelines and procedures for HIV programs. Must have knowledge about current clinical or epidemiologic aspects of the natural history, transmission, clinical intervention, care and treatment, primary prevention and laboratory support activities for HIV/AIDS/OI/TB/STI. Must have a broad perspective of the principles and practices of epidemiologic, biomedical, or related research, including facility with basic statistical methods and procedures. Knowledge of organizational and operational concepts and practices applied by public, private, or non-profit agencies and organizations engaged in health related endeavors, especially as it relates to public health. Knowledge of program assessment and monitoring tools and techniques to plan, schedule, implement, and evaluate complex programmatic, operational and fiscal issues related to funded projects. Thorough knowledge of the theory, principles, policies, implementation and evaluation of USG supported HIV/AIDS programs. Strong knowledge of communication and negotiation theory with the ability to effectively represent CDC DRC with other partner organizations.

Skills and Abilities: Advanced skill in providing leadership, direction and the technical expertise in the management and evaluation of HIV public health programs is required. Must have good keyboarding and computer skills including ability to use Microsoft Office Suite software (Word, Excel, Power point, Access) and at least one statistical software package, e.g. SPSS, Epi Info, etc. Should have good managerial and inter-personal skill; must have the ability to analyze and interpret health data and information for decision making. Must be able to translate and interpret complex technical scientific matter from English to French and vice versa. Must be able to understand and communicate with senior-level policy-makers in both English and French to assure mutual understanding of technical, medical and other professional terminology. Must be skilled at working with provincial health office personnel and NGOs to establish and conduct programmatic activities. Considerable innovation will be required to influence other collaborative organizations engaged in the delivery of HIV programs to adopt appropriate strategies for their program activities. Must possess excellent interpersonal skills and demonstrate cooperative working relationships with MOH and other partners and colleagues. Must demonstrate excellent teambuilding skills.

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule. The candidate must be able to obtain and hold security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered: Application for U.S. Federal Employment, [DS-174 - Job Application Form](#) or

1. A current resume or curriculum vitae that provides the same information as a DS-174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

DEFINITIONS

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he:
 - Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

The US Mission is an equal opportunity employer.

CLOSING DATE: June 6, 2014

Drafted: HR: WBULU
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